



United States Department of the Interior


OFFICE OF THE ASSISTANT SECRETARY
POLICY, MANAGEMENT AND BUDGET
Washington, DC 20240



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Memorandum

To: Assistant Secretary, Lands and Minerals Management
Assistant Secretary, Fish and Wildlife and Parks
Director, Fish and Wildlife
Director, Minerals Management Service
Director, Office of Surface Mining

From: Lynn Scarlett 
Assistant Secretary - Policy, Management and Budget

Subject: Required Training for the FBMS Financial Assistance Deployment

We will begin training for the first deployment of the Financial and Business Management System (FBMS) in March. The financial assistance functionality of this deployment will be delivered to three of our Bureaus: Office of Surface Mining, Minerals Management Service, and Fish and Wildlife Service. Much time and effort has gone into the development of this module, including tremendous effort from the Bureau subject matter experts and the FBMS Project Team.

We have been systematically collecting lessons learned from other Enterprise Resource Management Systems in both the public and private sectors in order to avoid unforeseen problems that might hinder our effectiveness and the full implementation of our first module of the FBMS.

In order to ensure the successful deployment and use of the system after deployment, each Bureau in the first deployment stage will be conducting training in March for everyone who will be users of the system. That recommended list of individuals includes reviewers and approvers of financial assistance applications. I want to ensure that everyone understands that this training is required, and no one will be granted access to the system until they have completed their scheduled training and the after-course assessment. We have enlisted the assistance of DOIU to help us track who has taken the training and passed the test for their role-based curriculum. Daily reports will be produced for managers to help them ensure that the right people in their organizations are completing the courses on schedule.

I am asking the Bureau Directors to ensure that this memo is distributed and understood by all who will be impacted by this implementation—in both the programmatic and business organizations. Should you have any questions pertaining to the FBMS training, please contact the FBMS Change Management Director, Pam Cleary, on (202) 208-6017.

cc: Assistant Secretary, Water and Science
Assistant Secretary, Indian Affairs
Director, Bureau of Land Management
Director, US Geological Survey,
Commissioner, Bureau of Reclamation
Director, National Park Service
Deputy Commissioner for Indian Affairs
Deputy Directors
Assistant Directors for Administration
Chief Information Officers
Chief Financial Officers
FBMS Steering Committee
FBMS Bureau Leads